

## Clerical Apprenticeship Program for Excellence (CAPE)



<b>Class Schedule</b>	<b>Dates</b>
CAPE-Intro to Clerical: Week 1	Thursday, February 13, 2020
CAPE-Courtesy, Respect, & Professionalism: Week 2	Thursday, February 20, 2020
CAPE-Office Equipment & PC Basics: Week 3	Thursday, February 27, 2020
CAPE-Word Essentials: Week 4	Thursday, March 5, 2020
CAPE-Writing Essentials: Week 5 (Day One)	Wednesday, March 11, 2020
CAPE-Proofreading: Week 5 (Day Two)	Thursday, March 12, 2020
CAPE Schedule Break	Thursday, March 19, 2020
CAPE-Customer Service: Week 6	Thursday, March 26, 2020
CAPE-Telephone Skills: Week 7	Thursday, April 2, 2020
CAPE-Outlook Essentials: Week 8	Thursday, April 9, 2020
CAPE-Organization in the Office: Week 9	Thursday, April 16, 2020
CAPE-PowerPoint Essentials: Week 10 (Day One)	Wednesday, April 22, 2020
CAPE-Presenting with Confidence: Week 10 (Day Two)	Thursday, April 23, 2020
CAPE Schedule Break	Thursday, April 30, 2020
CAPE-Business Math Essentials: Week 11 (Day One)	Wednesday, May 6, 2020
CAPE-Business Math Essentials: Week 11 (Day Two)	Thursday, May 7, 2020
CAPE-Excel Essentials: Week 12	Thursday, May 14, 2020
CAPE-Appling Business Math: Week 13	Thursday, May 21, 2020
CAPE-Formatting Business Documents: Week 14	Thursday, May 28, 2020
CAPE-Putting It All Together: Week 15	Thursday, June 4, 2020